

January 9, 1987

Room List for Thursday, February 99, 1987

Dale Vinet

Joe Palmisano x

Don Hines ✓

Jack Capppe ✓

Lyle Crain

Warren Pol x

J. Burton Angelle x

Joe L. Herring ✓

~~Bob K. Bates~~ *Hugh Esterson*

Tommy Prickett

Larry Soileau



**Sheraton Pierremont  
HOTEL & TOWERS**  
The hospitality people of **ITT**

December 17, 1986

1419 EAST 70TH STREET  
SHREVEPORT, LA 71105  
318/797-9900

DEPARTMENT OF WILDLIFE FISHERIES  
P.O. Box 15570  
Baton Rouge, La. 70895  
Attn: Paula Callais

Dear Ms. Callais:

Thank you for allowing the Sheraton Pierremont Hotel and Towers to host your upcoming event. The following will serve as a letter of agreement between you and the Sheraton Pierremont Hotel and Towers to insure that we both understand what is required to make this a complete success.

Following, please find a list of the space requirements you have requested. Should you have any additions, deletions or changes please contact our office immediately. Currently we are holding this space on a tentative basis. Upon receiving a signed copy of this letter of agreement, and banquet event order form, we will revise the status from tentative to definite.

Thursday, February 19, 1987      Meeting    100      7:00pm-10:00pm

We will require a guarantee for the number of people attending your function at least 48 hours in advance. If you should cancel your function within 48 hours you will be charged a room rental fee of \$125.00.

The entire staff of the Sheraton Pierremont Hotel and Towers is looking forward to working with your group. I would like to assure you that we will do everything possible to make your event a success.

Sincerely,

Ellen DeFrance  
Sales Manager-Catering

CLIENT APPROVAL SIGNATURE

DATE

# BANQUET EVENT ORDER



**Sheraton**  
**at Pierremont Plaza**  
 P.O. Box 5596  
 1419 East 70th Street  
 Shreveport, Louisiana 71105

Name of hotel SP  
 Date 12-17-86  
 Booked By ED  
 Del/Tentative D  
 File # \_\_\_\_\_

Name of Individual or Organization DEPARTMENT OF WILDLIFE & FISHERIES Phone 504-342-5878  
 Address P.O. BOX 15570  
 City, State BATON ROUGE, LA. 70895  
 Persons in Charge PAULA CALLAIS Room BROADMOOR/HIGHLAND  
 Type of Function MEETING Time 7:00PM-10:00PM  
 Day and Date THURSDAY, FEBRUARY 19, 1987

ROOM CHARGES
Set Up For <u>100</u> (No. of Persons)
Guarantee _____
Price Per Cover _____
Billing Arrangements <u>DIRECT BILL - ABOVE ADDRESS</u>
<u>ATTN: PAULA CALLAIS</u>

EQUIPMENT/ROOM RENTAL
<b>\$125.00 ROOM RENTAL</b>

ROOM SET UP	
Rectangular Tables _____	Podium <u>I.I.</u>
Round Tables _____	Microphone <u>X</u>
Head Table <u>X-6PP</u>	Black Board _____
Theater Style <u>X</u>	Movie Screen _____
Cabaret Style _____	Easel _____
Conference Style _____	Extension Cord _____
Class Room Style _____	Table Cloth _____
U Shaped Style _____	Napkin _____
Display Tables _____	Flowers _____
Registration Table _____	Flags _____
Dance Floor _____	Bars _____
Stage _____	
Special Instructions: _____	

MENU AND PRICES
<b>NO FOOD OR BEVERAGE</b>

BAR INSTRUCTIONS			
Price _____	Per Bottle _____	Per Drink _____	Other _____
Bourbon _____		Rum _____	
Scotch _____		Misc. _____	
Blend _____		Misc. _____	
Gin _____		Wine _____	
Vodka _____		Wine _____	

**CLIENT APPROVAL:**  
 I have reviewed the above banquet order, and it accurately reflects my needs. I have reviewed my records.  
 \_\_\_\_\_  
 Date

DIRECTIONS TO GEORGE GRAY'S CAMP ON CROSS LAKE

